

Message

Sent: 5/17/2018 4:37:22 PM
To: Hupp, Millan [hupp.millan@epa.gov]; Greenwalt, Sarah [greenwalt.sarah@epa.gov]
CC: Stewart, Lakita [Stewart.Lakita@epa.gov]; Kasman, Mark [Kasman.Mark@epa.gov]
Subject: Time -Sensitive Registration and Hotels for CEC Council Session

Importance: High

Hello Sarah & Milan,

As discussed earlier, below is the hotel and registration information from the Secretariat.

1. Registration with the Secretariat – Everyone must register to get a credential
2. Hotel reservations – The Skirvin would be for the Ministers and their core team at the rate negotiated by the Secretariat and the Marriott is for the general delegations (rate also negotiated by the Secretariat). Once AO determines the preferred hotel, each delegate would make their reservations accordingly.

Step 1 - Registration with the CEC Secretariat for CEC Council Session (all delegates must register)

EN : <https://moose.cec.org/m/me.cfm?f=76>

When prompted in the registration form, please enter the appropriate code:

- Delegations: **del2018**

It is important that all delegates be registered **by 22 June (Friday)**, after which registration will be closed. Everyone needs to pre-register as there will not be any on-site registration.

Step 2 - Hotel reservations

For delegates who would be staying at the **Skirvin**

Follow the link and enter the group name and code, as well as credit card information.

Note that the group rate is US\$181.06 (including taxes).

http://www.hilton.com/en/hi/groups/personalized/O/OKCSKHF-CEC-20180624/index.ihtml?WT.mc_id=POG

Group Name:	COMMISSION FOR ENVIRONMENTAL COOPERATION
Group Code:	CEC
Check-in:	24-JUN-2018
Check-out:	28-JUN-2018
Hotel Name:	<u>The Skirvin Hilton Oklahoma City</u>
Hotel Address:	One Park Avenue Oklahoma City, Oklahoma 73102
Phone Number:	405-702-8546

For the three Ministers, three suites have been set aside (at a rate of US\$199), but reservations can only be made by phone (see number above). The person making the reservation needs to specify they are reserving the suite for the Minister. Please let us know if you run into any difficulty.

All reservations at the Skirvin need to be made **before 25 May**, after which the block of rooms will be closed.

For the Marriott Renaissance Hotel, Oklahoma City

Follow this link: **Book your group rate for 25TH Regular Session of the CEC Council**

25TH Regular Session of the CEC Council

Note that the group rate is US\$108.42 (including taxes).

The deadline for reservations at the Marriott Renaissance is **30 May**, after which the block of rooms will be closed.

Luis Trache

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CEC General Standing Committee

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